

PART II

GUIDANCE AND PROCEDURES

CHAPTER 5: MATERIAL ACQUISITION, REPAIR, AND DISTRIBUTION

5.1 GENERAL

Material acquisition and repair actions will be initiated based upon the most economical alternative. In general, repair of Not Ready For Issue (NRFI) assets will be the first option to support wholesale stock replenishment, with new item acquisition used to satisfy NRFI attrition and program requirements until desired levels are met.

5.2 ACQUISITION

Material designated for procurement may be identified via program planning documentation (for new requirements) or by Supply Demand Review (SDR) calculations/other less formal avenues as appropriate (for attrition replenishment). In either case, Program Offices are responsible for advising Inventory Managers (IMs) of anticipated NAVSEA material needs, whenever new program requirements are projected, in sufficient time to permit orderly and responsive procurements.

5.2.1 IM Acquisition Responsibilities

For in-service items, IMs will maintain visibility of production activities through upkeep of current contracts and related documentation as previously described. In addition, current stock status may be obtained by IMs via the PTAS NAVICP Master Data File (MDF) information retrieval. This retrieval is real time and may be used to access item management, technical or logistics data stored in the computer files at NAVICP. Each retrieval (designated by "PT" and then 2 alpha characters) defines a computer program that will draw down specific data from the MDF files. Requesters must input, through their terminal, varying file index keys (which correspond to specific data elements as defined in NAVSUP Pub 508 "Supply Management Program Standard Data Element Dictionary") to tailor retrieval outputs. PTAS retrievals may be used to provide current stock status information. Figure 22 contains a plain language title of Data Element Numbers (DENs) used in a PTAS retrieval. Appendix A is a general description of NAVICP computer files and associated "PT" series retrieval functions.

PROGRAM "AS"
DEN To English Title List

MDF Stock Status

<u>DEN</u>	<u>DESCRIPTION</u>
A001	Activity Routing Identifier
A005	Current System Random Maintenance Demand Observation
A006	Current System Scheduled Demand Observation
A006A	Current Activity Random Demand Observation
A008B	Internal Due-In
A008W	Due-In From Maintenance
A011	System Backorder Quantity
A012	On-hand Quantity
A012A	Purpose Code
A014	Total Planned Requirement
A021A	Internal Due-Out
A023	Random Demand Forecast
A025	Reorder point
A028	Unreconciled On-Hand Quantity
A028A	Unreconciled On-Hand Julian Date
A030	Asset Balance Card Julian Date
B001	Nonautomatic Action Code
B002	Local Routing Code
B011A	Contract Procurement Lead time Forecast
B019	Noncredited/Group System Reorder Level
B021	Noncredited/Group System Order Quantity
B046A	Stop Date
B074	Quarterly System Demand Forecast
C002B	Navy Item Control Number (NICN)
C003	Cognizance Symbol
C003A	Material Control Code
C003B	Special Material Identification Code
C003D	Logistics Reassignment-Gaining Inventory Manager's COG
C003E	Condition Code
C042	Federal Supply Classification
D046D	National Item Identification Number
CNS	Change Notice Suspense Indicator
EDS	Effective Date Suspense Indicator

Figure 22

As previously noted, stock procurements of 2F and 2J cognizance COG items are placed by the NAVSEA Contracts Directorate to satisfy requirements generated by the appropriate Program Offices (reflecting IM inputs). 2S COG stock procurements, however, are awarded by the NAVICP Contracts Directorate in response to requirements they receive directly from the IM. Therefore, prior to initiating purchases, 2S COG IMs will need to assure availability of necessary funding at the NAVICP. Problems may arise if financial planning functions and execution responsibilities are not clearly defined. An early and clear distinction between funded and unfunded requirements must be made to allow adequate time for appropriate budget projections and requests.

IMs of NAVSEA material will work with the NAVICP Contracts Directorate and/or the applicable Program Office during the initiation of new or follow-on production contracts. IM responsibilities will include tracking specific data such as contract history (previous manufacturers, unit prices, contract performance assessments, etc.) as well as information concerning item identification such as National Stock Number (NSN) or Navy Item Control Number (NICN), the number of items required, their delivery dates and locations (if applicable), the type of packaging, any special marking, and shipping or other instructions.

As production commences, primary IM functions will shift to include tracking delivery schedules and may include forwarding shipping instructions for finished material. Generally, delivery locations will not be input to production contracts (i.e., contracts will specify "Free on Board [FOB] Origin") to allow the latitude necessary to meet emergent demands such as changes in overhaul locations/time frames or stockage objectives at Consolidated Stock Points (CSPs) or other activities. Paragraph 1.7.6 provides guidance on determining FOB provisions. Delivery instructions normally include the following:

- a. Manufacturer address or representative address.
- b. Contract reference.
- c. Quantity of material to be shipped (by nomenclature, NSN/NICN, part number, or other description).
- d. Shipping address.
- e. Marking instructions (i.e., equipment Identification, hull, ship's force or stock point representative, code, telephone).
- f. Priority/required delivery date.
- g. Tracking or Transportation Control Number.
- h. Transportation mode selection (if applicable).

5.3 REPAIR

In determining a projection of on-hand and expected due-in NRFI assets, the IM of NAVSEA material will need to address specific asset identification (by serial or registry number as applicable), location, and general condition in order to establish a detailed repair induction schedule for the execution period. Some NAVSEA material may be scheduled by the IM for automatic induction at participating Naval Shipyards or Warfare Centers. In these cases, activities will repair such equipment consistent with the urgency inherent in the assigned priority or by the date mutually agreed upon with the IM. If significant delays are encountered the repair facility is required to notify the IM, provide reasons for slippage, and negotiate a revised completion date.

5.3.1 IM Repair Responsibilities

Repair activity identification will necessitate that the IM review contract history as well as be aware of existing Basic Order Agreements (BOAs) and Project Orders/Work Requests to validate previous repair sources. For new systems, IMs will need to identify and/or validate the Original Equipment Manufacturer (OEM) or organic depot selection. Regardless of the repair source, the IM will normally maintain contact with current refit activities to support necessary daily management functions. For example, asset monitoring and tracking expected turn-ins, as described herein, will require consistent interaction with designated repair facilities. Generally, newly introduced or unique design material will be returned to the OEM for rework until such time as organic repair capability is established.

Designated Overhaul Points (DOPs) for NAVSEA material will generally be identified in the Master Repairable Item List (MRIL). The MRIL, as documented in NAVICP Instruction 4400.14 series, is a weekly electronic transmission that provides users, shippers and receivers of Navy-managed repairable components with current authorized disposition instructions for NRFI repairable assets. Specific DOP data may also be obtained via a PTDA (Option G) information retrieval inquiry. Figure 24 contains a plain language title of the DENs used in the PTDA (Option G).

PROGRAM "DA" OPTION G
DEN To English Title List

MDF DOP Data (Commercial or Organic)

<u>DEN</u>	<u>DESCRIPTION</u>
A001	Activity Routing Identifier
A00ID	Routing Identifier - To
A027	Activity Sequence Code
B095	Maximum Induction Quantity
F016	Designated Overhaul Point (DOP)
F016A	DOP Phase-In Date
F016B	DOP Phase-Out Date
F016D	DOP Modifier Code
F029	DOP Support Factor
F054	Depot Surveys During Current Quarter (DOP)
F055	Depot Completion During Current Quarter (DOP)
F057	DOP Repair Price
F057A	Repair Price Quantity
F058	Negotiated Price Indicator
F059	Shipping Code
F060	MRIL Suppression Indicator
F061	DOP In-Process Time
F063	DOP Workload Standard
F063A	DOP Workload Standard Computation Indicator
F064	Organic DOP Capability Code
F065	Organic DOP Prime Ship
F066	DOP Planned Capability Date
F067	Preliminary Repair Contract Number
F067A	Supplementary Contract Number
F067B	Repair Contract Number
F069	Average Repair Price - GFM
F070	Average Repair Price - CFM
F071	Average Repair Price - Labor
F074A	Source of Repair

Figure 23 (Page 1 of 2)

PROGRAM "DA" OPTION G
DEN To English Title List

MDF DOP Data (Commercial or Organic)

<u>DEN</u>	<u>DESCRIPTION</u>
F076	Depot Repair Cycle Time (DRCT)
F077	DRCT Mean Absolute Deviation
F080	Navy DRCT Goal
F085	Repair Contract Quantity
D089	DOP Repair Schedule Acceptance Time
F090	DOP Repair Schedule Interval
F093	Manually Assigned DOP Support Factor Indicator
F100	Repair Contract Proposed Date
F00A	Repair Contract Award Date
FI00B	Repair Contract Expiration Date
F106	Forecasted/Negotiated Repair Quantity (Quarter 1-8)
F106H	Date of Forecast
F128	Average Repair Price - Overhead
F146	Contract Line Item Number

Figure 23 (Page 2 of 2)

For some new material, the decision to choose either a commercial or government (organic) repair source will be a function of various technical, economic, and management considerations. The IM may be required to assist in establishing first-time organic or competitive commercial capabilities as described below.

If the Program Office desires first-time organic repair, to eliminate commercial dependency and provide associated economic and technical benefits, the IM may be required to participate in the general steps required to support such a transition. Those steps include the following:

- a. Government activities that anticipate or possess requisite facilities, manpower, and workload capacity will be identified as potential candidates.

- b. Government activities must validate capability to support specified repair functions. Provision of sample NRFI material and existing technical documentation may be required to assist this analysis. If response is affirmative, the government repair facility will provide a list of additional tools, test equipment, or other material necessary to maintain ongoing repair functions.

- c. NAVSEA engineers will review, modify (as necessary), and approve support material requirements and prepare cost estimates. This material will subsequently be budgeted, procured, and delivered to the cognizant government facilities to initialize repair lines.

Prior to repair inductions, IMs will need to review Operation and Maintenance, Navy (O&MN) funding levels to determine if sufficient funds are available to complete designated projects. Current year repair accounts will generally be documented by each IM code. Inherent to this process is specific negotiation of funds necessary to accomplish required repair actions. For organic government activities, IMs should use historical cost schedules and any other pertinent data to budget for fixed price estimates. These values will be cited on subsequent repair authorization documents. For commercial activities, funding requirements will be defined and validated via communication with cognizant contracting organizations (i.e., Defense Contract Administration Management Service Areas (DCASMs), Supervisors of Shipbuilding (SUPSHIPs), and other Field Activities) as identified on existing BOAs.

Repair cost estimates will generally be obtained through "Open and Inspect" or similar pre-repair examinations as defined in the BOA. Prices can be negotiated once the extent of required repairs is identified. IMs may then be called upon to assist in the negotiations. Repair dollars in the current year are, by definition, identified and programmed in previous fiscal years. Therefore, if IM demand projections for maintenance requirements are inaccurate, current O&MN funds may not be sufficient to execute all desired repair actions. If that happens, IMs must coordinate with the Program Office to prioritize the list of desired repairs in mission, ship critical or other

designated sequence. For any significant deficits remaining after this process, the IM will need to document equipment identification, ship class, dollar amount required, and any amplifying information in order to attempt to reprogram current year funds to satisfy the requirement.

The following authorization documents are required to initiate and/or modify repair actions for existing commercial or organic repair vehicles. Forms may be in either hardcopy or mechanized format.

a. NAVCOMPT Form 2276A, Order for Work and Service/Direct Citation (Figure 25). NAVCOMPT Form 2276A can be used for requesting work and/or services, contractual procurement, or local purchase of material or services at all activities listed in Figure 26. The Form will be used for either direct citation or reimbursable Project Orders or Work Requests. Note: Work Requests are for taskings that are to be funded and completed within the fiscal year whereas Project Orders may carry over from one fiscal year to the next.

b. NAVCOMPT Form 2276, Request For Contractual Procurement (Figure 27). NAVCOMPT Form 2276 may be used for requesting contractual procurement or local purchase of material or services, in support of Project Orders or Work Requests, from activities not listed in Figure 26.

c. NAVCOMPT Form 2275, Order for Work and Services (Figure 28). NAVCOMPT Form 2275 may also be used for requesting work and/or services from government activities not listed in Figure 26. Form 2275 will not be used for requesting local purchases, contractual procurement, or material from stock.

d. DD Form 1149, Requisition and Invoice/Shipping Document (Figure 29). DD Form 1149 may be used to request contractual repairs under existing BOAs.

CONDITIONS/INSTRUCTIONS GOVERNING THE USE OF THIS FORM

This form will only be used for requesting work and/or services, contractual procurement or local purchases of material or services. This form will not be used for requisitioning material from existing Government stocks. The purchase/procurement, or requisitioning from stock, of material incident to the performance of this order, however, is permissible. Note: Requests for standard and/or non-standard stock available within the U.S. Government will be accomplished through the use of the DOD Single Line Item Requisition System Documents (DD Form 1348 and/or 1348-6, as appropriate).

SUPPLEMENTARY ITEMS:

1. Written acceptance of this order is required and will be accomplished by completing Block 19 on one copy of this order and returning it to the requesting activity cited in Block 8. Acceptance must be on a reimbursable basis and/or direct citation only.
2. Amounts authorized by this document have been reserved and/or committed by the requiring activity. Those amounts identified in Block 15 will be obligated upon receipt of the acceptance copy of this document, and those amounts identified in Block 16 will be obligated upon receipt of contracts or purchase or delivery orders awarded.
3. Amounts authorized in Block 15 are not subject to 31 USC 1517, unless specifically indicated on the face of the document. Additional funds, if required, will be requested from the activity cited in Block 8. Approval of such requests will be accomplished by the requesting activity through the issuance of an amendment to this document, appropriately reflecting the amount of additional funds being provided. The total of Block 17F constitutes a 31 USC 1517 limitation when the purchasing office or contracting activity is a separate entity not under the immediate supervision of the commanding officer issuing the request.
4. The funds authorized by the document are available for obligation by the performing activity cited in Block 10 through the dates indicated in Block 4 or 5, as appropriate. Funds not actually obligated by the performing activity by that date will be returned to the requesting activity via Status of Reimbursable Orders or similar acceptable form.
5. Extension of the work completion date cited in Block 5 of this order, if required, must be requested in writing and is subject to the approval of the requesting activity cited in Block 8. Approval of such requests will be accomplished by the requesting activity through the issuance of an amendment to this document, citing the work completion date.
6. Those items identified in Block 15 as a Project Order, as indicated in Block 13A, are placed in accordance with 41 U.S. Code 23 and DOD Directive 7220.1 (Regulations Governing the Use of Project Orders). Performance of the work and/or services requested must be accomplished in accordance with these same statutes and regulations.
7. Billings will normally be submitted by the performing activity monthly unless specifically stated in Block 14.
8. Those items identified in Block 15 are placed pursuant to the Economy Act (31 U.S.C. 1535) and will be performed in accordance therewith.

Figure 24 (Page 2 of 2)

APPLICABLE ACTIVITIES FOR NAVCOMPT FORM 2276A

<u>ACTIVITY NAME</u>	<u>UIC</u>
AVIATION DEPOT, CHERRY POINT, NC	N65923
AVIATION DEPOT, JACKSONVILLE, FL	N65886
AVIATION DEPOT, NORTH ISLAND, SAN DIEGO, CA	N65888
NAVAL SURFACE WARFARE CENTER CARDEROCK DIVISION, BETHESDA, MD	N00167
NAVAL SURFACE WARFARE CENTER, COASTAL SYSTEMS STATION, DAHLGREN DIVISION, PANAMA CITY, FL	N61331
NAVAL SURFACE WARFARE CENTER, CRANE DIVISION, CRANE, IN	N00164
NAVAL SURFACE WARFARE CENTER DAHLGREN DIVISION, DAHLGREN, VA	N00178
NAVAL SURFACE WARFARE CENTER, INDIAN HEAD DIVISION, INDIAN HEAD, MD	N00174
MILITARY SEALIFT COMMAND, WASHINGTON, DC	N00033
NAVAL AIR DEVELOPMENT CENTER, WARMINSTER, PA	N62269
NAVAL AIR ENGINEERING CENTER, LAKEHURST, NJ	N68335
NAVAL AIR PROPULSION CENTER, TRENTON, NJ	N62376
NAVAL AIR TEST CENTER, PATUXENT RIVER, MD	N00421
NAVAL AVIATION WARFARE CENTER, INDIANAPOLIS, IN	N00163
NAVAL SPACE AND WARFARE SYSTEMS CENTER, SAN DIEGO, CA	N66001
DEFENSE PRINTING SERVICE OFFICE, WASHINGTON, DC	N62401
NAVAL RESEARCH LAB, WASHINGTON, D.C.	N00173
NAVAL SURFACE WARFARE CENTER, CARDEROCK DIVISION, ANNAPOLIS, MD	N61533
NAVAL UNDERSEA WARFARE CENTER DIVISION, KEYPORT, WA	N00253
NAVAL UNDERSEA WARFARE CENTER DIVISION, NEWPORT, RI	N66604
NAVAL WEAPONS CENTER, CHINA LAKE, CA	N60530
NAVAL WEAPONS STATION, CHARLESTON, SC	N00193
NAVAL WEAPONS STATION, CONCORD, CA	N60036
NAVAL WEAPONS STATION EARLE, COLTS NECK, NJ	N60478
NAVAL WEAPONS STATION, SEAL BEACH, CA	N60701
NAVAL WEAPONS STATION, YORKTOWN, VA	N00109
NORFOLK NAVAL SHIPYARD, PORTSMOUTH, VA	N00181
PACIFIC MISSILE TEST CENTER, POINT MUGU, CA	N63126
PEARL HARBOR NAVAL SHIPYARD, PEARL HARBOR, HI	N00311
NAVAL SURFACE WARFARE CENTER, PORT HUENEME DIVISION, PORT HUENEME, CA	N42298
PORTSMOUTH NAVAL SHIPYARD, PORTSMOUTH, NH	N00102
PUGET SOUND NAVAL SHIPYARD, BREMERTON, WA	N00251

Figure

ORDER FOR WORK AND SERVICE/DIRECT CITATION – NAVCOMPT FORM 2275 REV 2-81										
1. THIS REQUEST MUST BE ACCEPTED ON A REIMBURSABLE BASIS ONLY AND IS SUBJECT TO THE CONDITIONS LISTED ON THE REVERSE SIDE.									2. DOCUMENT NUMBER	
3. REFERENCE NUMBER			4. FUNDS EXPIRE ON		5. WORK COMPLETION DATE			6. DATE PREPARED		7. AMENDMENT NO.
8. FROM						9. FOR DETAILS CONTACT				
10. TO UIC []								11. MAIL BILLINGS TO		
12. ACCOUNTING DATA TO BE CITED ON RESULTING CONTRACTS										
A. ACRN	B. APPROPRIA- TION	C. SUB HEAD	D. OBJ CLASS	E. BU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT
L. TOTAL THIS DOCUMENT										
M. CUMULATIVE TOTAL										
13. ORDER SELECTION										
13A. THIS ORDER IS ISSUED AS A PROJECT ORDER AN ECONOMY ORDER AND IS TO BE ACCOMPLISHED ON A FIXED PRICE OR COST REIMBURSEMENT BASIS. WHEN THE FIRST BLOCK IS CHECKED, THIS ORDER IS PLACED IN ACCORDANCE WITH THE PROVISIONS OF 41 U.S. CODE 23 AND DOD DIRECTIVE 7220.1. THE FOLLOWING SUPPLEMENTARY ITEMS ON THE REVERSE ALSO APPLY AND ARE AN INTEGRAL PART OF THIS ORDER: ITEMS ____ THROUGH ____ APPLY.										
14. DESCRIPTION OF WORK TO BE PERFORMED AND OTHER INSTRUCTIONS										
15. I CERTIFY THAT THE FUNDS CITED ARE PROPERLY CHARGEABLE FOR THE WORK OR SERVICES REQUESTED.				AUTHORIZING OFFICIAL (NAME, TITLE AND SIGNATURE)					DATE	
16. THIS ORDER IS ACCEPTED AND THE WORK OR SERVICES WILL BE PROVIDED IN ACCORDANCE HERewith.				ACCEPTING OFFICIAL (NAME, TITLE AND SIGNATURE)					DATE	

Figure 26 (Page 1 of 2)

**CONDITIONS/INSTRUCTIONS GOVERNING THE USE OF THIS FORM AND SUPPLEMENTARY
ITEMS TO BE CONSIDERED AN INTEGRAL PART OF THIS ORDER**

CONDITIONS/INSTRUCTIONS GOVERNING USE OF THIS FORM:

This form will only be used for requesting work and/or services. This form will not be used for requesting local purchases, contractual procurement, or material from stock. The purchase/procurement, or requisitioning from stock, of material incident to the performance of this order, however, is permissible.

Note: Requests for the purchase or contractual procurement of material or services will be accomplished through the use of Request for Contractual Procurement, NAVCOMPT FORM 2276 (8-81).

Requests for standard and/or non-standard stock available within the U.S. Government will be accomplished through the use of the DOD Single Line Item Requisition System Documents (DD Form 1348 and/or 1348-6, as appropriate).

SUPPLEMENTARY ITEMS:

1. Written acceptance of this order is required and will be accomplished by completing Block 16 on one copy of this order and returning it to the requesting activity cited in Block 8. Acceptance must be on a reimbursable basis only.
2. Amounts authorized by this document have been reserved by the requesting activity and will be obligated upon receipt of the acceptance copy of this document.
3. Amounts authorized by this document may not be exceeded. Additional funds, if required, will be requested from the activity cited in Block 8. Approval of such requests will be accomplished by the requesting activity through the issuance of an amendment to this document, appropriately reflecting the amount of additional funds being provided.
4. The funds authorized by the document are available for obligation by the performing activity cited in Block 10 until the date indicated in Block 4, or Block 5, as appropriate. Funds not actually obligated by the performing activity by that date will be returned to the requesting activity via Status of Reimbursable Orders or similar acceptable form.
5. Extension of the work completion date cited in Block 5 of this order, if required, must be requested in writing and is subject to the approval of the requesting activity cited in Block 8. Approval of such requests will be accomplished by the requesting activity through the issuance of an amendment to this document, citing the work completion date.
6. This order is issued as a Project Order, as indicated in Block 13, and is placed in accordance with 41 U.S. Code 23 and DOD Directive 7220.1 (Regulations Governing the Use of Project Orders). Performance of the work and/or services required must be accomplished in accordance with these same statutes and regulations.
7. Billings will normally be submitted by the performing activity monthly unless specifically stated in Block 14.
8. This order is placed pursuant to the Economy Act (31 U.S.C. 686) and will be performed in accordance therewith.
9. Amounts authorized by this document ARE subject to Section 31 USC 1517 (Formerly 3679, R.S.)
10. Amounts authorized by this document ARE NOT subject to Section 31 USC 1517 (Formerly 3679, R.S.)

Figure 26 (Page 2 of 2)

CONTINUATION PAGE	DATE	2. DOCUMENT NUMBER	8. AMENDMENT NO.
--------------------------	-------------	---------------------------	-------------------------

CONDITIONS/INSTRUCTIONS GOVERNING THE USE OF THIS FORM AND THE ACCEPTANCE OF THIS REQUEST

CONDITIONS/INSTRUCTIONS GOVERNING USE OF THIS FORM:

This form will only be used for requesting contractual procurement or local purchase of material or services. This form will not be used for requesting work and/or services or requisitioning material from existing government stocks.

Note: Requests for work and/or services will be accomplished through the use of Order for Work and Services, NAVCOMPT FORM 2275 (8-81).

Requests for standard and/or non-standard stock available within the U.S. Government will be accomplished through the use of the DOD Single Line Item Requisition System Documents (DD Form 1348 and/or 1348-6, as appropriate).

CONDITIONS/INSTRUCTIONS GOVERNING THE ACCEPTANCE OF THIS REQUEST:

1. Written acceptance of this order is required and will be accomplished by completing Block 19 on one copy of the request and returning it to the requesting activity cited in Block 9. Acceptance must be on a direct citation basis only.
2. Amounts authorized by this document have been reserved and/or committed by the requesting activity and will be obligated upon receipt of contracts or purchase or delivery orders awarded.
3. Amounts authorized by this document may not be exceeded. Additional funds, if required, will be requested from the activity cited in Block 9. Approval of such requests will be accomplished by the requesting activity through the issuance of an amendment to this document, appropriately reflecting the amount of additional funds provided. The grand total cited in Block M constitutes a 3679, R. S. limitation when the purchasing office or contracting activity is a separate entity not under the immediate supervision of the commanding officer issuing the request.
4. Resulting obligation documents must be executed by the activity cited in Block 11 by the date indicated in Block 4. Such documents must include the document number cited in Block 2.
5. A complete copy of each executed obligation document resulting from this request must be forwarded to the activity cited in Block 9.

Figure 27 (Page 2 of 2)

REQUISITION AND INVOICE/SHIPPING DOCUMENT

The public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Washington Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0246), Washington, DC 20503.

1. FROM: (Include ZIP Code)						SHEET NO.	NO. OF SHEETS	5. REQUISITION DATE		
						7. DATE MATERIAL RETURNED (YYMMDD)				
2. TO: (Include ZIP code)						9. AUTHORITY OR PURPOSE				
						10. SIGNATURE				
3. SHIP TO – MARK FOR						12. DATE SHIPPED (YYMMDD)				
						13. MODE OFSHIPMENT				
						15. AIR MOVEMENT DESIGNATOR OR PORT				
4. APPROPRIATION SYMBOL AND SUBHEAD			OBJ. CL.	BUR. CONT. NO.	SUBALLOT.	AUTHORIZATION ACCT'G ACTIVITY	TRANS TYPE	PROPERTY ACCT'G ACTIVITY	COUNTR	
ITEM NO.	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODNG OF MATERIAL AND/OR SERVICES					UNIT OF ISSUE	QUANTITY REQUESTED	SUPPLY ACTION	TYPE CONTAINER	CON-TAIN NOS.
(a)	(b)					(c)	(d)	(e)	(f)	(g)
16. TRANSPORTATION VIA MATS OR MSTs CHARGEABLE TO							17. SPECIAL HANDLING			
18. O F R E C E I P T	ISSUED BY	TOTAL CONTAINERS	TYPE CONTAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	19. R E C E I P T	CONTAINER REC'D EXCEPT AS NOTED	DATE (Y)	
	CHECKED BY							QTY REC'D EXCEPT AS NOTED	DATE (Y)	
	PACKED BY							POSTED	DATE (Y)	
				TOTAL						

Figure 28

5.4 MATERIAL DISTRIBUTION

The goal of the Material Distribution System is to provide responsive and efficient support to the missions and weapon systems of customers. In executing supply adjustment actions, IMs of NAVSEA material are responsible for directing material shipments to support this goal within the dictums of the CSP Program as previously described in section 1.5. The following general tenets apply.

- a. Material will be positioned on the coast nearest to the point of intended use.
- b. Material will be positioned so as to be available within Uniform Material Movement and Issue Priority System (UMMIPS) time frames (see para 1.8.2); to preclude long distance or cross country shipment, cross hauling, or back hauling; and to minimize aggregate inventory holdings.

When initiating material acquisition or repair actions, IMs of NAVSEA material will consider the above factors in conjunction with CSP requirements to determine shipping and delivery guidelines.

5.5 MATERIAL REDISTRIBUTION

5.5.1 General

To initiate redistribution of material to repair activities, IMs may use appropriate Military Standard Requisition and Issue Procedures (MILSTRIP) Referral/Redistribution Orders. Not all situations will require specific MILSTRIP induction documents. If material turn-ins have already been directed to DOPs (i.e., when Stock Points and DOPs are collocated), authorization documents as described above will suffice. However when physical redistribution is required, IMs will use Referral/Redistribution orders to ship to other government activities and commercial contractors as described below. Prepositioned Material Receipt Cards (Document Identifier DWK) will also be used as required. Priorities assigned to retrograde movements can be as high as those reflected in the MRIL.

5.5.2 Referral Orders - Inventory Manager (General)

- a. General: Referral orders may be forwarded from an Inventory Manager to an accountable stock point to move material to a repair site or to satisfy a customer's end-use requirement. The following DD Form 1348m format is used.

<u>Data Columns</u>	<u>Field Legend</u>	<u>Explanation and Instructions</u>
1-3	Document Identifier (DI)	Enter appropriate code from the A4 series.

<u>Data Columns</u>	<u>Field Legend</u>	<u>Explanation and Instructions</u>
4-6	Routing Identifier (to)	Enter the Routing Identification Code (RIC) of the stock point receiving the transaction.
7	Media and Status	Enter the appropriate code from Appendix 16, SUP P-485, Vol. II.
8-22	Stock/Part Number	Enter stock/part number under which the material is held.
23-24	Unit of Issue	Enter the unit of issue of the item.
25-29	Quantity	Enter the quantity to be shipped preceding significant digits with zeros.
30-43	Document Number	Enter as follows: (30-35): <u>Service Requisitioner</u> . Enter the Unit Identification Code (UIC) of the activity for whom the referral order is being prepared. (36-39): <u>Julian Date</u> . Enter the julian date on which this order is prepared. (40): <u>Originator</u> . Enter V, X or Z, as appropriate, at the discretion of the Inventory Manager. (41-43): <u>Serial Number</u> . Enter the serial number of this order using internal NAVSEA serial assignment block.
44	Demand Code	Enter appropriate code from Appendix 8E, SUP P-485, Vol. II.
45-50	Supplementary Address	Enter as follows: a. If material is to be shipped to or billed to activity other than the requisitioner, enter the 6 digit UIC of that activity. b. If no other activity is involved in the ship to/bill to transaction, but an activity is involved for information or control purposes, enter the activity's 6 digit UIC.

<u>Data Columns</u>	<u>Field Legend</u>	<u>Explanation and Instructions</u>
		c. If a nonsignificant control code is required, enter Y in cc 45 and any combination of alpha/numeric characters desired in dc 46-50. d. Otherwise leave blank.
51	Signal Code	Enter appropriate code from Appendix 8I, P-485, Vol. II, to reflect the "ship to/bill to" activities.
52-53	Fund Code	Enter appropriate fund code from Appendix 30, P-485, Vol. II.
54-56	Distribution	Enter as follows: (54): <u>Distribution Code</u> . Enter the appropriate code from Appendix 3, P-485, Vol. II; otherwise leave blank. (55-56): <u>COG Symbol</u> . Enter the appropriate dual COG symbol.
57-59	Project Code	Enter the appropriate project code from Appendix 6, P-485, Vol. II.
60-61	Priority	Enter the authorized priority.
62-64	Required Delivery Date	Enter date material required if other than UMMIPS time frame; otherwise leave blank.
65-66	Advice Status Code	Enter the appropriate code from Appendix 1, P-485, Vol. II; otherwise leave blank.
67-69	Date of Receipt of Order	Leave blank on submission. Processing points will enter date of receipt when received.
70	Purpose Code	Enter purpose code under which material is held.
71	Supply Condition Code	Enter condition code under which material is held.

<u>Data Columns</u>	<u>Field Legend</u>	<u>Explanation and Instructions</u>
72	Management Code	Enter appropriate information code as follows: J - issue to reservation level is authorized, L - issue below reservation is authorized.
73	Material Control Code	Enter the material control code under which material is held. If undesignated, leave blank.
74-76	Routing Identifier	Enter routing identifier of initiating activity.
77-80	DLR Price Indicator	For 2F, 2J, and 2S COG items, leave blank.

NOTE: When cancellation of a referral order is required, a cancellation transaction using DI AC6 will be prepared and transmitted to the activity holding the referral order. Appropriate supply status will be sent to the requisitioner and/or monitoring activity.

5.5.3 Redistribution Orders

a. General: When it becomes necessary to reposition system stocks from one reporting stock point to another to meet projected demands, IMs direct such movements through the issuance of a redistribution order (DI A2_ series) in the following DD Form 1348m format. Concurrently, a Due-in/Prepositioned Material Receipt notification (DI DF/DU). can be prepared and transmitted to the consignee.

<u>Columns</u>	<u>Field Legend</u>	<u>Explanation and Instructions</u>
1-3	Document Identifier	Enter appropriate DI code in the A2 series.
4-6	Routing Identifier	Enter RIC of shipping stock point (consignor).
7	Media and Status Code	Enter Code 0.
8-22	Stock Number	Enter NSN of item to be shipped.
23-24	Unit of Issue	Enter unit of issue for NSN being shipped.

<u>Columns</u>	<u>Field Legend</u>	<u>Explanation and Instructions</u>
25-29	Quantity	Enter release quantity, preceding significant digits with zeros.
30-35	Requisitioner	Enter the UIC of the IM.
36-39	Julian Date	Enter year and julian day.
40-43	Serial Number	Enter appropriate NAVSEA serial number.
44	Suffix Code	Leave blank.
45-50	Supplementary Address	UIC of the consignee.
51	Signal Code	Enter Code J for consignment to Navy activities. Enter K for consignments to all other activities.
52-53	Fund Code	Enter appropriate fund code for transfer between supply officers (see Appendix 30, P-485 Vol. II).
54	Distribution Code	Enter applicable code from Appendix 3, P-485 Vol. II if required, otherwise leave blank.
55-56	COG Symbol	Enter dual COG symbol.
57-59	Project Code	Enter Project Code 770.
60-61	Priority	Enter appropriate priority.
62-64	Required Delivery Date	Leave blank.
65-66	Advice Code	Enter applicable code from Appendix 1, P-485 Vol. II if required, otherwise leave blank.
67-69	Date of Receipt of Order	Leave blank on submission. Processing points will enter date of receipt when received.

<u>Columns</u>	<u>Field Legend</u>	<u>Explanation and Instructions</u>
70	Ownership Code	Enter applicable code from Appendix 10N, P-485 Vol. II.
71	Supply Condition Code	Enter applicable condition code of material to be shipped from Appendix 10Q, P-485 Vol. II (separate card for each condition).
72	Management Code	Enter Management Code K.
73	Material Control Code	Enter applicable material code, or leave blank.
74-76	Routing Identifier	Enter RIC of initiating activity.
77-80	Blank	Leave blank.

NOTE: When cancellation of a redistribution order is required, a transaction using DI AC6 will be prepared and transmitted to the activity holding the order. A copy of the Prepositioned Material Receipt notification, sent to the consignee when the redistribution order was originally created, will be prepared with an "X" overpunch in data column 25 and transmitted to the consignee.

5.5.4 Referral Orders - Inventory Manager (Shipment to Commercial Contractors)

a. General: This DD Form 1348m format is prescribed for IM prepared referral orders when material held by a stock reporting activity is to be shipped to a commercial contractor for repair. All referral orders for shipments to commercial contractors will be processed as "exception" data.

<u>Columns</u>	<u>Field Legend</u>	<u>Explanation and Instructions</u>
1-3	Document Identifier	Enter A45 or A4E as appropriate.
4-6	Routing Identifier (to)	Enter routing identifier of the stock point effecting the issue.
7	Media and Status	Leave blank.
8-22	National Stock Number	Enter NSN of the item.
23-24	Unit of Issue	Enter unit of issue of the item.

<u>Columns</u>	<u>Field Legend</u>	<u>Explanation and Instructions</u>
25-29	Quantity	Enter the quantity to be shipped preceding significant digits by zeros.
30-35	Requisitioner	Enter the UIC of the IM directing the shipment.
36-39	Julian Date	Enter julian date of this action.
40	Originator	Enter V, X or Z as appropriate at discretion of the IM.
41-43	Serial Number	Enter the NAVSEA component serial number.
44	Demand Code	Enter Demand Code N.
45-50	Supplementary Address	If the contractor has a Navy UIC, enter that number. If none is assigned enter Q in data column (dc) 45 followed by applicable the Commercial and Government Entity (CAGE) Code in dc 46-50.
51	Signal Code	Enter the appropriate signal code.
52-53	Fund Code	Enter the appropriate code from Appendix 30 of P-485 Vol. II.
54-56	Distribution	Enter as follows: (54) <u>Distribution Code</u> Leave blank. (55-56) <u>COG Symbol</u> Enter the appropriate dual COG symbol.
57-59	Project Code	Enter the appropriate code from Appendix 6, P-485 Vol. II.
60-61	Priority	Enter the appropriate UMMIPS priority.

<u>Columns</u>	<u>Field Legend</u>	<u>Explanation and Instructions</u>
62-64	RDD	Enter the required delivery date if different from UMMIPS time frames; otherwise leave blank.
65-66	Advice/Status Code	Leave blank.
67-69	Date of Receipt of Order	Leave blank on submission. Processing points will enter date of receipt when received.
70	Purpose Code	Enter the appropriate purpose code.
71	Condition Code	Enter appropriate condition code.
72	Management Code	Enter Code J.
73	Material Control Code	Enter the material control code if assigned; otherwise leave blank.
74-76	Routing Identifier	Enter the RIC of initiating activity.
77-80	Blank	Leave blank.
L through V	Remarks	Enter contract number and accounting data in the clear.

Figure 29 may be used to track repair progress via Transaction Item Reporting (TIR) throughout the refit cycle.

TIR REFERENCE CHART (REPAIR PROCESS)

TYPE ACTION	TRANSACTION REPORT			
	D/I	<u>DECREASE</u> COND	D/I	<u>INCREASE</u> COND
<u>MATERIAL RECEIPT</u>				
a. FROM TURN-INS				
(1) DD 1348-1 D/I BC1 Material Turned In To Store (MTIS)			D6A	As App.
(2) DD 1348-1 D/I BC2 Other Supply Officer (OSO)			D6K	As App.
b. FROM COMMERCIAL REPAIR FACILITIES			D4M	As App.
<u>ISSUES</u>				
a. TO COMMERCIAL REPAIR FACILITIES	D7M	As App.		
b. TO OTHER NAVY ACTIVITIES	D7K	As App.		
c. TO OTHER SERVICES	D7B	As App.		
<u>REPAIR PROCESSING</u>				
a. INDUCTION	D9C	As App.	D8C	M
b. RETURN	D9C	M	D8C	As App.
c. NOT REPAIRABLE				
(1) To Defense Reutilization and Marketing Office (DRMO)	D9C D7J	M H	D8C	H
(2) To Scrap	D9C D9Z	M H	D8C	H
d. MODIFICATION				
(1) Induct old NSN	D9C	As App.	D8C	M
(2) Re-identify	D7L	M	D6L	M
(3) Return new NSN	D9C	M	D8C	As App.
e. AWAITING PARTS (AWP)				
(1) Into AWP Status	D9C	M	D8C	G
(2) Out of AWP Status	D9C	G	D8C	As App.

Figure 29

5.6 UNIFORM MATERIAL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS)

5.6.1 General

UMMIPS is used to ensure that material is provided to users in accordance with rules taking into account both military importance and urgency of need of the requiring activity. UMMIPS overall and storage site time standards, as promulgated in OPNAVINST 4614.1F (Uniform Material Movement and Issue Priority System), are depicted below.

5.6.1.1 UMMIPS Time Standards in Calendar Days

	Priority			
	<u>01-03</u>	<u>04-08</u>	<u>09-15</u>	<u>09-15</u>
A. Requisition Submission	1	1	2	*
B. Passing Action	1	1	2	
C. Availability Determination	1	1	3	
D. Storage Site Processing	1	2	8	23
+E. Transportation Hold and Continental United States (CONUS) Intransit to CONUS Requisitioner, Canada, or to POE	3	6	13	13
+F. Oversea Shipment/Delivery: #	4	4	38	23
To Alaska, Hawaii, South America Caribbean, North Atlantic				
To Northern Europe, Mediterranean or Africa	4	4	43	28
To Western Pacific	5	5	53	38
To Middle East (Persian Gulf, Red Sea) and Indian Ocean	4	4	67	52
G. Receipt Take up by Requisitioner	1	1	3	3

NOTES:

- (*) For use only when shipments are consolidated at origin into SEAVAN containers.
- (+) Time Standards for Priority Designators 09-15 apply to E and F above when cargo is diverted to surface movement. High Priority requisitions will be diverted to surface movement only when: (1) a temporary, blanket authorization is granted by JCS or the cognizant CINCPAC, (2) a specific authorization is provided by the requisitioner, or (3) the characteristics of the material preclude air movement.
- (#) Includes POE/POD hold time, loading, transit, unloading, and delivery to consignee.

5.6.1.2 Availability Determination and Storage Site Processing Time Standards in Calendar Days

/

E

NOTE:

(*) For use only when shipments are consolidated at origin into SEAVAN containers.

5.6.2 Policy

NAVSEA Headquarters and shore activities are assigned the Force/Activity Designators (F/ADs) IV and V, as listed in paragraph 1.8.3. These F/AD designations are generic activity assignments. Activities involved in work related to specific programs or projects may use the F/AD authorized for those programs or projects when appropriate. NAVSEA requires a continuing activity review of the application of UMMIPS including a review of F/AD assignments.

NAVSEA is authorized to temporarily assign up to a Force/Activity Designator (F/AD) III for specific programs or projects. Requests for assignment of F/AD III or F/AD IV will be submitted in accordance with OPNAVINST 4614.1F, and the instructions contained therein, to SEA 041L in the format of Figure 30.

Requests for the assignment of a temporary F/AD II will be submitted to SEA 04L1 for initial review and then to the Chief of Naval Operations (CNO) (OP 41) in the format of Figure 31.

From: (NAVSEA Code or Activity)
To: SEA 04L12, UMMIPS Administrator

Subj: REQUEST FOR FORCE/ACTIVITY DESIGNATOR (F/AD) III or IV
ASSIGNMENT

Ref: (a) OPNAVINST 4614.1F of 15 Apr 83

Encl: (1) F/AD III and IV Assignment Data Requirements

1. In accordance with reference (a), it is requested that a temporary assignment of (F/AD III or F/AD IV) be assigned to the (Project/Program Name) from (Date) to (Date).
 2. Point of contact is (Name, Code, Extension).
-

Note: F/AD III and IV Assignment Data Requirements to be included as Enclosure (1):

1. Background/Program Description, including unique material support requirements.
2. Need for F/AD III or IV assignment, include:
 - Major Program Milestones.
 - Past and/or foreseeable negative impact of not having F/AD III or IV assignment.
 - Specific examples of problems resulting from current lower F/AD assignment.
3. Major Commands/Offices involved.
4. Estimated projection of the total number of requisitions and purchase requests using F/AD III during the authorized period, include:
 - Estimated number of standard stock requisitions to be submitted.
 - Estimated number of purchase requests to be submitted.
 - Names of activities assigning UMMIPS priorities to requisitions and purchase requests.

Figure 30

From: Commander, Naval Sea Systems Command
To: Chief of Naval Operations (OP 41)

Subj: REQUEST FOR FORCE/ACTIVITY DESIGNATOR (F/AD) II ASSIGNMENT

Ref: (a) OPNAVINST 4614.1F of 15 Apr 83

Encl: (1) F/AD II Assignment Data Requirements

1. In accordance with reference (a), it is requested that a temporary F/AD II be assigned to the (Project/Program Name) from (Date) to (Date). This project/program is comparable to deployed units in its importance to DoD (Amplifying comments may be included). Information pertaining to this request is provided as enclosure (1).

2. The NAVSEA UMMIPS Administrator has reviewed this request for compliance with the procedures contained in reference (a).

FLAG OFFICER SIGNATURE

Note : F/AD II Assignment Data Requirements to be Included as Enclosure (1):

1. CNO Project Number (if assigned)
2. CNO Sponsor (if assigned): Name, Code, Telephone Number
3. Project Funding: Fiscal Years, Appropriation, Amount
4. Key Project Milestones
5. Project Manager: Name, Code, Extension
6. Rapid Development Capability Assigned: Yes or No? If no, why not?
7. DoD Master Urgency List Industrial Priority Designator (if assigned)
8. Consideration of F/AD III use: Why was F/AD III determined to be inadequate?
9. Material Requirements: % Standard Stock and % Nonstandard Stock
10. Volume of Requirements: Approximate number of NSN/Part No. requirements per year

Figure 31

5.6.3 Responsibilities

a. The Assistant Deputy Commander for Fleet Logistics Support (NAVSEA 04L) is assigned Command responsibility for UMMIPS and has designated the Fleet Support Division (SEA 04L1) as the action office.

b. Fleet Support Division (SEA 04L1):

(1) Reviews NAVSEA Headquarters, shore activities and programs requests for temporary F/AD II,III and IV assignments to ensure compliance with OPNAVINST 4614.1F.

(2) Reviews F/ADs assigned to NAVSEA activities and programs in accordance with the percentage limitations for priority 01-08 requisitions listed in OPNAVINST 4614.1F. An annual report of this review, including a list of activities and F/AD assignments, will be forwarded to CNO (OP 41) on 1 April of each year.

(3) Maintains a record of approved F/AD assignments for NAVSEA activities and programs.

(4) Review the statistical UMMIPS performance data to ensure NAVSEA activities are complying with UMMIPS policy.

(4) Maintain a record of approved F/AD assignments for all NAVSEA activities and programs.

(5) Review statistical UMMIPS performance data to ensure NAVSEA activities are complying with UMMIPS policy.